

**Meeting Minutes
January 8, 2007
Host: Delmarva Power
Location: 401 Eagle Run Road Newark, DE**

The regular meeting of the NCCLEPC was held on the above noted date and place. Prior to the meeting, an Executive Overview of the National Incident Management System (NIMS) was presented by DEMA Trainer Robert Pflaumer. Chairman Irwin thanked Vince Jacono from Delmarva Power for supporting the LEPC and hosting the luncheon, the training session, and the LEPC meeting. He also thanked DEMA Trainer Robert Pflaumer for providing this informative training to the members. At Chairman Irwin's request, a round of introductions was held.

Committee Reports:

Finance: Bill McCracken reported the LEPC budget as follows:

\$ 94,673	– SERC Funded Amount
+ 20,300	– Carryover amount
\$114,973	– FY 07 Appropriation
- 93,645	– Expenses to Date
\$ 21,328	– Balance thru 6/30/07

The SERC funded budget amount will be sufficient through June 30, 2007.

Training: Mark Dolan presented the attached training schedule for 2007. He also advised that the Training Subcommittee of the New Castle County Industrial Hazardous Materials Response Alliance has scheduled SOP Revision Meeting #4 from 5 p.m. – 7 p.m. on January 9, 2007, at DNREC, 391 Lukens Drive, New Castle office. Changes made at the November 29, 2006, SOP Revision Meeting #3 will be forwarded to the subcommittee.

Transportation: Al Stein provided a handout to the members on security at rail depots. In summary, it charted the Transportation Security Administration's (TSA) proposed security measures, which included inspections, appointment of a rail security coordinator, reporting significant security concerns, providing location and shipping information for rail cars containing specified hazardous materials, and chain of custody and control requirements for transport of specified hazardous materials that are or may be in High Threat Urban Area (HTUA).

Staff Report: Bill McCracken presented the attached staff report.

Old Business:

Tier II Manager: Bill McCracken reported that data is being extracted on HazMat facilities in each fire district and will be presented to the New Castle County Fire Chiefs at their February, 2007 meeting.

SERC Meeting 12/13/06: Jim Kenney reported that the meeting included a follow-up of the Dow Reichhold Chemical release incident. The major portion of the meeting involved a Pandemic Flu presentation. He also reported that HMEP funds are available for training. Copies of the SERC Annual Report, which is also on DEMA's website, were available to the members at this meeting.

EPA Conference Update: Jim Kenney reported that the EPA Emergency Preparedness Conference held December 3-6, 2006, at the Valley Forge Convention Center was very worthwhile and the training sessions were very good. He also advised there were extra bags that were given out at the conference for anyone interested in taking one. Also, he showed the members a plaque participating LEPC's received noting their contributions to the EPA. George Giles, City of Wilmington Emergency Management Director, informed the members that on behalf of New Castle County, DEMA, and the City of Wilmington, an achievement award was presented to Sara King for her involvement with the EPA.

New Business:

Meeting Hosts for 2007: Jim Kenney passed out the list to the members of the meeting dates and locations for 2007. The following have volunteered to host a meeting, which will continue to be 2:30 p.m. unless otherwise noted. Please mark your calendars.

January 8 – Delmarva Power

March 12 – DuPont Experimental Station

May 14 – DuPont Edgemoor

July 9 – DuPont Company Stine-Haskell Research Center

September 10 – DNREC, Lukens Drive, New Castle

*November 19 – NCC Office of Emergency Management

*The second Monday in November, which is November 12, is a County holiday; therefore, the meeting will be held on November 19.

Chairman Irwin provided a handout to the members which he created outlining the role of New Castle County's LEPC. He also advised that the LEPC has been approached to put together a conference in 2007 in Delaware, and he would like to form a committee to look into funding this event. Chairman Irwin requested a vote from the membership. Al Stein motioned that a committee should be formed and a feasibility study should be done to determine who the target audience is, what the conference should contain, what are the tentative finances, and to report back to the membership within one month. Babak Golgolab seconded the motion; motion was confirmed by all members in attendance. Chairman Irwin appointed Bill McCracken to chair the committee. Arthur Paul, Rich Antoff, Vince Jacono, and Dave Carpenter have agreed to assist Bill McCracken on the committee.

Community Input: Al Stein commented on the Department of Homeland Security's Tactical Interoperable Communications Plan (TICP) which listed urban areas. He advised Wilmington is not an urban area, and Delaware was given a 75% rating on policies and procedures which were used well to communicate among agencies. The TICP evaluation grade was completed on Wilmington as being a part of the Philadelphia region. There will be a separate evaluation on the State of Delaware at a later exercise.

Other Business:

REMINDER: LEPC New Telephone Number: The main number to reach the LEPC consultants has been changed. The new number is 302-395-3633. Please update your records accordingly.

No further business, the meeting adjourned at 3:30 p.m. for a tour of Delmarva's facility.

NOTICE OF NEXT MEETING

Host: DuPont Experimental Station
Date and time: March 12, 2007, at 2:30 p.m.
Directions will be sent with agenda.

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**NCCLEPC
Staff Report
January 8, 2007**

- 1. Participated in the SERC Planning and Training Committee meeting on November 11, 2006.**
- 2. Participated in the Sussex County LEPC reorganization meeting and gave a presentation about the NCCLEPC on November 30, 2006.**
- 3. Participated in the NCCIHMRM training committee meeting on November 29, 2006. This committee is revising the NCCIHMRM SOP's.**
- 4. Participated in the EPA Emergency Preparedness Conference as a member of the host committee. The conference was held at the Valley Forge Convention Center on December 3 thru December 6, 2006. Participating LEPC's received a plaque noting their contributions. In addition to the presentations and workshops, there was an exercise and a large number of exhibitors displaying their products. The NCCLEPC had eight people attending. Attendance was a very worthwhile experience.**
- 5. Presented a plaque to the DuPont Edgemoor site in recognition of their support of the NCCIHMRM and LEPC. Edgemoor hosted the very successful CL2 training session in September, 2006.**
- 6. Completed the on-site assessment schedule with a successful assessment of a new Chlorine unloading facility. This finished the 25 scheduled facilities. Five facilities required follow-up, and three have been placed on a 1-year assessment cycle. We partnered with the Accidental Release Prevention Office in the resolution of a problem case.**
- 7. We have started the scheduling process for 2007. This is the first time we have used data from the Tier II Manager Program.**

NEW CASTLE COUNTY INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE TRAINING SUBCOMMITTEE

NCCIHMRA CY2007 TRAINING SCHEDULE

Session I: Saturday, January 13th only ==> 9:00 am to 3:00 pm (6hrs) at the Elsmere Fire Company Fire Station 16

NIMS (National Incident Management System) Training provided by the Delaware Emergency Management Agency presenting course FEMA IS-700 "NIMS, An Introduction" for certification and course ICS-100 "Introduction to Incident Command System" for certification. The Federal Government requires all first responders to be certified to these two course levels.

Session II: Either Tuesday, February 6th or Thursday, February 8th ==> 5:00 pm to 9:00 pm (4hrs) either evening at the Elsmere Fire Company Fire Station 16

Shipborne Operations Orientation Course → Mr. Douglas Dillon, Executive Director of the Tri-State Maritime Safety Association and Chief of the DE/NJ/PA Maritime Incident Response Team will present an awareness level course designed to prepare emergency responders to perform safely and effectively during hazmat incidents aboard ships.

Session III: Either Tuesday, March 6th or Thursday, March 8th ==> 5:00 pm to 9:00 pm (4hrs) either evening at the Delaware State Fire School New Castle Center

Fundamental and Intermediate Concepts of Toxic Industrial Chemical Air Monitoring, Detection and Identification and Radiological Responses to be conducted by NCCIHMRA Hazmat Instructors as a hands-on workshop involving basic detection, atmospheric monitoring, product sampling, product identification, instrumentation and new WMD monitors and radiation detectors.
